

<p style="text-align: center;"><b>CM/ECF</b></p> <p style="text-align: center;"><b>External User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p>Section 7</p> <p style="text-align: center;">Chapter 13 Self-Calendaring</p>

This procedure demonstrates the steps to utilize the self-calendaring function for the scheduling of all **non-emergency** matters on the assigned judge's chapter 13 motion/confirmation hearing calendar. This procedure will allow attorneys to self-select available dates and times from the judge's calendar and serve notice by including the pre-selected hearing information in the motion or other document for which relief is requested.

To illustrate a sample of the above, we are going to file a Motion for Relief from Stay, filed by a creditor who is represented by counsel.

STEP 1 Click **Bankruptcy** from the main menu.

**NOTE** - If the motion/application is in an adversary proceeding, choose **Adversary** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

◆ Click **Motions/Applications**.

STEP 3 The **Case Number** screen will display.

◆ Enter the complete case number. Click **Next**.

STEP 4 **Verify the identity of the case.** Click **Next**.

STEP 5 The **File a Motion** screen will display.

◆ Verify the case name and case number. If incorrect, use the browser's back button to return to prior screens.

◆ Click on the drop down list to reveal the list of motions/applications, or press the "a" key repeatedly until "Assume/Reject" appears.

◆ If the document is being jointly filed with another attorney, click on the check box, then Click **Next**.

STEP 6 The **Select the Party** screen will display.

◆ Click on the drop down list to scroll through the **Select the Party** box to locate the party filer (e.g., debtor, joint debtor, trustee or creditor).

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- ◆ Click to highlight and select the party on whose behalf the document is being filed. **Note** - If you wish to select more than one party, such as the debtor and joint debtor, hold the “**Ctrl**” key down and click to highlight the remaining party. Click **Next** if the party is already in the case.
- ◆ If the party is not already in this particular case, then the party must be added. However, you **must** first search to determine if the party already exists in the court's database. Click **Add/Create New Party** to add new party to the case.
- ◆ If the desired party's name and address matches, click **Select Name** from List and proceed to step 8.

**Searching for a party** - Search by either entering the last name of the party, or business name. When searching for a debtor you may search by social security number or tax id number, if known.

**NOTE** - *All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security number or tax id number).*

#### **Search Hints:**

- name searches are NOT case sensitive
- include correct punctuation, e.g., “O'Brien”, “McDonald” or “555-66-7777”
- partial name entries will yield a greater match probability, e.g., “McD” would include “McDonald” and “McDaniels”
- try alternative search clues if your first search was not successful

For example, if Ford is entered, several selections might appear in **Party search results**. Click on the closest matching name and a pop-up screen will appear. Repeat as needed. Not all parties will contain the complete name, address, redacted social security number or tax id number. If information in the pop-up screen matches the desired party, click **Select Name from List**. If not, click **Create New Party**.

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**STEP 7** The **Party Information** screen will display - In our example Ford Motor Credit Company is listed in the court's database, but the corresponding address does not match the creditor. Therefore the creditor must be added. See Chapter I, Section 3 for entering data in accordance with Style Guide Instructions. Select them, then Click **Submit** (see below).

**CRITICAL ISSUES - \*YOU MUST SELECT THE CORRECT ROLE TYPE.**  
**\*THE ADDRESS FOR THE CREDITOR MUST BE C/O THE ATTORNEY.**

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STEP 8 After selecting or creating the party in the case, the name will be highlighted in the **Select the Party** screen. Click **Next**.

STEP 9 Click on the check box to establish a link between the party and yourself, if needed. Click **Next**.

**NOTE:** If an attorney has been issued more than one login and is now using a secondary login to file this document, **DO NOT** check the attorney/creditor association box. Click **Next**.

STEP 10 The **PDF Document Selection** screen displays.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- The **Attachments to Document** option defaults to **No**. Click **Next**.  
**NOTE:** If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 11 Depending upon the event selected, the next series of screens may be different. In this example, the Assume or Reject screen will display. Select the appropriate response. Click **Next**.

The screenshot shows a small window titled "Assume or Reject?". Inside, there are two radio buttons. The "Assume" button is selected, indicated by a small dot inside the circle. The "Reject" button is unselected. Below the radio buttons, there are two buttons: "Next" and "Clear".

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STEP 12 The system will display the following:

**Does Your Motion Contain a Chapter 13 Hearing Date Scheduled in Accordance with Court Chapter 13 Self-Calendaring Procedures?**

Click [here](#) for Chapter 13 Self Calendaring Procedures

Click [here](#) to obtain or confirm a Chapter 13 hearing date by Judge.

☒ Yes  
☐ No

- ◆ Selecting the **Yes** radio button will prompt for the entry of a hearing date, time and location in accordance with the court's self-calendaring procedure. Click **Next**.

**NOTE** To review this procedure or confirm a Judge's hearing calendar date/time, click on the links provided.

- ◆ If the **No** radio button is selected, click **Next** and proceed to STEP 14. Your motion will be scheduled for hearing by the Court.

STEP 13 The hearing information screen will display. Enter pre-selected hearing information in the fields provided below. Click **Next**.

**Enter the Hearing Date, Time, and Location in the Boxes Provided Below:**

Hearing Information

Hearing Date:  Hearing Time:  ☐ AM ☐ PM

Location:

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STEP 14 The **Docket Text: Modify as Appropriate** screen will display.

- ◆ For this example, a blank field for a supplemental entry with a prefix drop down list is available to add more detail to the docket text but is not required. **NOTE** - You may also type the first letter of the prefix to immediately move through the list of prefixes that begin with a particular letter. For example, if you are filing an ex-parte motion, press "e" repeatedly until Ex Parte displays. Click **Next**.

Docket Text: Modify as Appropriate.

Motion to Assume Auto Lease  Filed by Creditor Ford  
 Motor Credit Company Hearing scheduled for 3/25/2005 at 09:00 AM at Room 1409, Claude  
 Pepper Federal Bldg. (Falzone, Joe)

STEP 15 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Motion to Assume Auto Lease Filed by Creditor Ford Motor Credit Company Hearing  
 scheduled for 3/25/2005 at 09:00 AM at Room 1409, Claude Pepper Federal Bldg.  
 (Falzone, Joe)

**Attention!!** Submitting this screen commits this transaction. You will have NO further  
 opportunity to modify this submission if you continue.

STEP 16 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the Motion has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.